

**HOPE.  
WELLNESS.  
COMMUNITY.**

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CAREER OPPORTUNITY

# CHIEF ADMINISTRATIVE OFFICER

**TRI-CITY MENTAL HEALTH  
AUTHORITY** POMONA, CALIFORNIA

**ANNUAL SALARY: \$154,373.98-\$197,024.72 DOE/DOQ**

**T**RI-CITY MENTAL HEALTH AUTHORITY (TRI-CITY) IS SEEKING an experienced and strategic Chief Administrative Officer (CAO) to join its executive leadership team and help guide the organization through a period of growth and transformation. Serving the communities of Pomona, La Verne, and Claremont, Tri-City is a trusted public behavioral health agency committed to delivering high-quality, community-based care. This newly established role is instrumental in strengthening the organization's administrative infrastructure, aligning systems and processes, and supporting the expansion of programs and services. The ideal candidate brings a strong technical foundation in administrative operations and systems, a background in public sector administration and behavioral health, and the ability to connect with people, build alignment, and lead effectively across the organization. **Shape systems and strengthen communities, apply today!**





## Pomona Valley

**S**ITUATED AT THE EASTERN EDGE OF LOS ANGELES COUNTY, the Pomona Valley lies in the heart of Southern California, offering strong regional connectivity that attracts residents and businesses alike. The area is known for its diverse population, historic downtowns, strong educational presence (including Cal Poly Pomona and the Claremont Colleges), and cultural richness. Encompassing Pomona, La Verne, and Claremont, and home to approximately 212,000 residents combined, the region represents a large and highly populated area. Residents enjoy outdoor recreation in the nearby San Gabriel Mountains, annual events like the LA County Fair, and year-round arts, dining, and family-friendly activities, particularly in Claremont's village district. Located 30 miles east of Downtown Los Angeles and within an hour of Orange County, the Pomona Valley offers excellent access throughout Southern California. Its economy is supported by education, healthcare, logistics, manufacturing, and government services, making it a dynamic place to live, work, and explore.

# The Organization

**TRI-CITY MENTAL HEALTH AUTHORITY (TRI-CITY) HAS SERVED** as the public mental health authority for the Pomona Valley communities of Pomona, La Verne, and Claremont since 1960, providing comprehensive, community-based behavioral health services to individuals and families. With a team of approximately 234 staff, Tri-City supports an integrated system of care focused on promoting wellbeing, recovery, and resilience for people of all ages. The organization operates with an annual budget of approximately \$46 million and offers a wide range of services, including prevention and early intervention programs, outpatient treatment, crisis support, case management, medication services, peer support, and community outreach. As a trusted regional partner, Tri-City is committed to culturally responsive care and collaboration, working closely with local partners to strengthen community health and ensure access to essential mental health resources, helping individuals lead fulfilling and productive lives.

Tri-City cultivates a collaborative, community-centered culture grounded in its longstanding service to Pomona, La Verne, and Claremont. As a Joint Powers Authority (JPA), the organization operates with a strong public-sector mission, delivering responsive behavioral health services, while continuing to grow and evolve in an increasingly complex landscape. With this growth, Tri-City remains focused on innovation, adaptability, and enhancing its visibility within the communities it serves. Employees benefit from a supportive and flexible work environment, comprehensive benefits, and a shared commitment to improving community wellbeing. The organization is widely recognized, both internally and externally, as a trusted, locally rooted agency where staff are deeply connected to their work and the individuals and families they serve.

[LEARN MORE ABOUT TRI-CITY & OUR MISSION AND VALUES](#)



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## The Executive Team

**TRI-CITY'S EXECUTIVE TEAM PROVIDES STRATEGIC LEADERSHIP** and operational oversight for the organization's comprehensive system of care. The team is responsible for setting organizational direction, ensuring effective service delivery, and aligning programs with community needs and regulatory requirements. Working collaboratively across departments, the executive team supports innovation, fiscal stewardship, and high-quality behavioral health services, while advancing Tri-City's mission to serve and strengthen the wellbeing of the communities it serves.

[READ ABOUT THE EXECUTIVE TEAM](#)



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# The Job

**THE CHIEF ADMINISTRATIVE OFFICER (CAO)** is a key member of the executive leadership team responsible for overseeing Tri-City's internal operations and administrative infrastructure. Reporting to the Executive Director, this role ensures that systems, processes, and resources are aligned to support organizational growth, efficiency, and service delivery. The CAO will lead multiple administrative divisions and serve as a strategic partner in advancing cross-departmental coordination and long-term organizational effectiveness. This position is critical in supporting Tri-City's continued expansion and ongoing growth and innovation in behavioral health services.



## Key Responsibilities Include:

- Overseeing Facilities, Human Resources, Information Technology, and Administrative Services
- Managing five direct reports, up to 27 indirect reports, and administering an approximate budget of \$3 million
- Driving long- and short-term strategic planning for administrative functions
- Aligning systems, processes, and resources to support organizational goals and growth
- Partnering with executive leadership, governing bodies, commissions, and external stakeholders on key initiatives
- Strengthening cross-departmental coordination and serving as a central point of alignment
- Ensuring administrative staff operate with a unified voice and clear direction
- Guiding process improvements, policy development, and operational standardization
- Advancing technology initiatives, including IT systems and data infrastructure
- Ensuring compliance with regulatory requirements
- Building and scaling administrative infrastructure to support new programs and agency growth

# The Ideal Candidate

**T**HE IDEAL CANDIDATE IS A STRATEGIC and innovative leader with a strong background in public sector administration and behavioral health. They bring a big-picture, systems-oriented mindset and a well-rounded, diversified background, with experience implementing best practices and strengthening organizational effectiveness. This individual is collaborative and versatile, with the ability to work effectively with executive leadership, governing bodies, commissions, and cross-functional teams, while building strong relationships across the organization. A seasoned professional, they bring operational expertise, a clear understanding of organizational processes, and experience in policy development within a public agency environment. They are a transformational leader who anticipates future needs, connects with others to understand their perspectives, and responds thoughtfully, while navigating change and building alignment across teams during periods of growth. The ideal CAO is committed to public service, grounded in Tri-City's mission, and dedicated to strengthening the organization's impact in the communities it serves.



## ***The ideal candidate will demonstrate the following core competencies:***

**Technical Expertise:** Demonstrates strong technical proficiency and comfort with information systems, with the ability to oversee, evaluate, and enhance technology infrastructure that supports organizational operations and service delivery.

**Financial Acumen:** Applies sound financial management principles to budgeting, resource allocation, and fiscal oversight, ensuring responsible stewardship of public funds and alignment with organizational priorities.

**Change Management:** Leads the organization through growth and transformation by anticipating needs, guiding teams through change, and implementing improvements that enhance effectiveness and sustainability.

**Mission Focus:** Maintains a strong commitment to public service and behavioral health, ensuring all decisions and actions align with Tri-City's mission.



## MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential duties of the position is qualifying. The incumbent will possess the most desirable combination of education, training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

**Education:** Bachelor's degree in Business Administration, Public Administration, Finance, Social Work/Psychology, Political Science, or a related field.

**Experience:** Seven (7) years of increasingly responsible experience in public sector administration, which includes budgeting, policy development, personnel management, interagency coordination, leadership/management, operations management, and program development.

**License:** Possession of a valid California Driver's License, a satisfactory driving record, and a properly registered and insured vehicle, to be maintained throughout employment.

## PREFERRED

**Education:** Master's Degree in Business Administration, Public Administration, Finance, Social Work/Psychology, Political Science or related field.

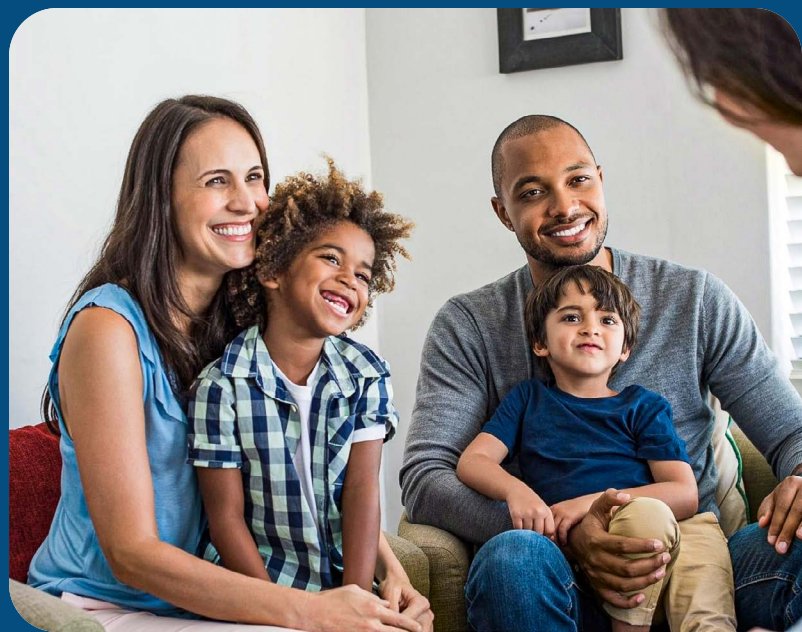
## UPCOMING PROJECTS & INITIATIVES

**STATEWIDE BEHAVIORAL HEALTH TRANSITION (BHSA).** Prepare the organization for upcoming state-driven changes, ensuring administrative systems and infrastructure are aligned to support evolving requirements.

**PROGRAM EXPANSION SUPPORT.** Provide enterprise-wide support for new and expanding programs by strengthening collaboration and ensuring departments are equipped with the resources and support needed to succeed.

**TECHNOLOGY MODERNIZATION.** Support ongoing modernization of systems and infrastructure by partnering with internal teams and external vendors to improve efficiency and integration.

**HRIS IMPLEMENTATION.** Lead the evaluation and implementation of a new Human Resources Information System, with executive support, to streamline processes, improve data management, and enhance organizational effectiveness.





## Salary & Benefits

Annual Salary: \$154,373.98–\$197,024.72 DOE/DOQ, PLUS an attractive benefits package that can be [viewed here](#).

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**Hybrid Work Schedule:** Up to two days per week remote, following completion of a probationary period and subject to Executive Director approval.

## How to Apply

For first consideration, apply by **MAY 18** at:

WBCP JOB BOARD



### SAVE THE DATES

Round one virtual interviews will take place on **JUNE 11**. Finalists will move forward to round two in-person interviews with the Board of Supervisors on **JUNE 25**. *Selected candidates must be available for both interview dates.*

**QUESTIONS?** Please contact your recruiter, **Terri Maus-Nisich**, with any inquiries:

[terri@wbcpsc.com](mailto:terri@wbcpsc.com)

**866.929.WBCP (9227)** toll free

**541.664.0376** direct

